

Rec. Mgmt 9-2
Stat. Standards
-- Record Making
STAT

THE COST TO CREATE AND MAINTAIN RECORDS IN THE AGENCY

AS OF 30 JUNE 1957

- prepared by



CREATION FACTORS

1. Estimated cost is \$.20 per piece of paper (Per National Records Management Council).
2. Agency creates over 200 million pieces of paper yearly.
3. Total cost of paperwork is thus estimated at \$40 million.
4. Over 6 million sheets of bond are used yearly indicating the production of that many originals. The cost for one page of correspondence ranges from \$1.50 to \$2.00. Therefore, correspondence costs alone are estimated to be between \$9 and \$12 million yearly. (Percentage-wise this compares with the Hoover Commission Task Force's estimate that 25% of Government paperwork is correspondence.)

MAINTENANCE FACTORS

1. There are about 2,000 pieces of paper per cubic feet of records based on 4,000 pieces of paper (or 2 cubic feet) per file drawer.
2. It costs about \$24.00 per cubic foot each year to maintain records in office space, based on \$.01 per piece of paper (National Records Management Council).

3. It costs about \$2.00 per cubic foot each year to maintain records in the Records Center, based on ~~nine~~-one hundredths of a cent per piece of paper.
4. There are about 148,208 cubic feet of records storage area in office space based on an inventory of 6.328 non-safe cabinets and 12.198 safe cabinets arrived at on a cumulative basis since 1951. However, records control schedules covering all of headquarters reflect an inventory of 24,223 pieces of all types of equipment, in which about 110,000 cubic feet of records are stored. Assuming this 110,000 cubic feet represents only 65% utilization of equipment, there are in headquarters 169,230 cubic feet of records storage area. The average of this figure and the former one of 148,208 cubic feet is 158,719 cubic feet.
5. 158,719 cubic feet of storage area requires about 158,719 square feet of floor space based on one cubic foot requiring one square foot of floor space. The New Building Planning Committee has allotted 84,000 square feet of floor space for records.
6. Assuming an annual cost of \$24.00 per cubic foot of records, the costs to maintain records in office space are:

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| 110,000 cubic feet of actual records | \$2,200,000 |
| 158,719 cubic feet of records storage area | \$3,174,380 |
7. Assuming an annual cost of \$2.00 per cubic foot, the cost to maintain the 36,000 cubic feet of records in the Records Center is \$72,000.